



*Training Course:  
Leadership Mastery: Navigating the Office  
Environment*

*23 - 27 November 2026  
Vienna (Austria)*

## Training Course: Leadership Mastery: Navigating the Office Environment

Training Course code: OM234954 From: 23 - 27 November 2026 Venue: Vienna (Austria) - Training Course Fees: 6050 € Euro

### Introduction

This program, designed by Global Horizon Training Center, provides a comprehensive and practical framework that integrates strategic leadership with advanced office management practices. In today's dynamic and fast-paced business environment, leaders are expected not only to guide teams but also to ensure operational efficiency, adaptability, and continuous improvement across office functions.

Participants will gain in-depth insights into leadership principles, strategic thinking, and decision-making, alongside essential office management skills such as workflow optimization, resource management, and the effective use of modern technologies. The program emphasizes real-world application through practical tools and techniques that enhance both leadership impact and administrative performance.

By the end of this program, participants will be equipped to lead with confidence, manage complex office environments efficiently, and contribute directly to organizational success through improved productivity, communication, and strategic alignment.

### Objectives

By the end of this program, participants will be able to:

- Understand and apply strategic leadership principles
- Lead and manage teams effectively
- Enhance communication and decision-making skills
- Manage office workflows, systems, and processes
- Utilize tools for financial and operational efficiency
- Build strong professional relationships with stakeholders

### Target Audience

- Leaders and Managers across different functions
- Office Managers and Administrative Professionals
- Supervisors responsible for team and office operations
- Professionals seeking to enhance leadership and management capabilities

### Outlines

#### Day 1: Strategic Leadership Foundations

- Introduction to strategic leadership
- Setting and communicating vision and mission
- Analyzing the business environment
- Leadership roles in organizational success

#### Day 2: Strategy and Decision-Making

- Developing strategic plans
- Leading and managing organizational change
- Decision-making models and techniques
- Problem-solving approaches in management

#### Day 3: Communication and Team Leadership

- Effective communication skills
- Leading and managing teams
- Building collaboration and trust
- Motivating and inspiring employees

#### Day 4: Office Management Essentials

- Fundamentals of office management
- Managing workflow and operational processes
- Time management techniques
- Stress management in the workplace

#### Day 5: Financial and Relationship Management

- Basics of financial management for office leaders
- Improving office systems and technology
- Managing resources efficiently
- Building and maintaining internal and external relationships

## Registration form on the Training Course: Leadership Mastery: Navigating the Office Environment

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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